

# TIP: SUMMARIZE OR FILTER DATA BY UPN USING HIERARCHY FOR FUNDS CENTER

Note: This method does not work with Labor and Travel money.

## Example

### WITHOUT HIERARCHY

BERPT2 - Operating Plan to Actual (R3 NASAST6 Equivalent)				
Navigation block: Variable Values				
Funds Center	Budget	Commitment	Obligation	Cost
10-212	\$ 110,376.00	\$ 110,375.80	\$ 110,375.80	\$ 110,375.80
10-212-65	\$ 1,824,679.00	\$ 1,824,679.00	\$ 1,824,679.00	\$ 1,706,279.00
10-370	\$ 4,129,470.55	\$ 4,079,675.40	\$ 4,079,675.40	\$ 4,079,675.40
10-370-03	\$ 272,000.00	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00
10-370-16	\$ 3,036,467.00	\$ 3,047,959.16	\$ 3,037,959.16	\$ 2,480,752.29
10-370-17	\$ 155,000.00	\$ 155,000.00	\$ 155,000.00	\$ 155,000.00
10-370-22	\$ 1,376,700.00	\$ 1,376,700.00	\$ 1,376,700.00	\$ 1,340,660.49
10-370-29	\$ 280,000.00	\$ 280,000.00	\$ 280,000.00	\$ 200,000.00
10-430	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
10-470-28	\$ 70,000.00	\$ 70,000.00	\$ 0.00	\$ 0.00
10-689	\$ 531,142.00	\$ 531,142.00	\$ 531,142.00	\$ 531,142.00
10-732-40	\$ 1,756,347.00	\$ 1,756,347.00	\$ 1,756,347.00	\$ 1,549,960.00
10-732-60	\$ 2,247,059.00	\$ 1,946,503.26	\$ 1,946,503.26	\$ 1,505,432.61
10-732-60	\$ 60,000.00			
10-784-40	\$ 309,479.00	\$ 309,479.00	\$ 309,479.00	\$ 124,479.00
10-784-50	\$ 8,262,537.00	\$ 7,875,893.00	\$ 7,552,767.00	\$ 5,135,880.89
10-879	\$ 464,000.00	\$ 464,000.00	\$ 464,000.00	\$ 464,000.00
1021-370	\$ 46,270.00	\$ 46,270.00	\$ 46,270.00	\$ 46,270.00
1051-212	\$ 4,825.00	\$ 4,825.00	\$ 4,825.00	\$ 4,825.00
1051-370	\$ 93,139.00	\$ 93,139.00	\$ 93,139.00	\$ 93,139.00
1051-879	\$ 8,133.00	\$ 8,133.00	\$ 8,133.00	\$ 8,133.00
1072-370	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Overall Result	\$ 25,382,623.55	\$ 24,357,120.62	\$ 23,953,994.62	\$ 20,333,004.48

### WITH HIERARCHY

BERPT2 - Operating Plan to Actual (R3 NASAST6 Equivalent)				
Navigation block: Variable Values				
Funds Center	Budget	Commitment	Obligation	Cost
Overall Result	\$ 25,382,623.55	\$ 24,357,120.62	\$ 23,953,994.62	\$ 20,333,004.48
▷ 212	\$ 1,939,860.00	\$ 1,939,879.80	\$ 1,939,879.80	\$ 1,821,479.80
▷ 370	\$ 9,444,046.55	\$ 9,165,743.55	\$ 9,145,743.55	\$ 8,472,497.18
▷ 430	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
▷ 470	\$ 70,000.00	\$ 70,000.00	\$ 0.00	\$ 0.00
▷ 689	\$ 531,142.00	\$ 531,142.00	\$ 531,142.00	\$ 531,142.00
▷ 732	\$ 4,053,406.00	\$ 3,702,850.26	\$ 3,702,850.26	\$ 3,475,392.61
▷ 784	\$ 8,572,016.00	\$ 8,185,372.00	\$ 7,862,246.00	\$ 5,280,359.89
▷ 879	\$ 472,133.00	\$ 472,133.00	\$ 472,133.00	\$ 472,133.00

## Step 1: Activate the Hierarchy

Left click on the Funds Center title in the Navigation block to display the Enhanced Menu. Select Activate Hierarchy.

Navigation block:

Budget Subtype	Budget Version	Business area
Chart of accounts	Commitment item	Cost Element
Cost center	Document Number	FM area
Fiscal year	Functional area	Fund
Fund Type	Funds Center	G/L Account
Network	Network activity	Order
PReq (Ref in PO also)	Period/Fiscal Year	Project Definition

Left click the Funds Center title to display the Enhanced Context Menu

Back

Back to Start

Select Filter Value

Remove Filter

Expand

Swap Funds Center with

Remove Drilldown

Swap Axes

Activate Hierarchy

Sort Funds Center

Goto

Export as ...

Bookmark

Properties

Query Properties

Variables Entry

Currency Translation

Basic Menu

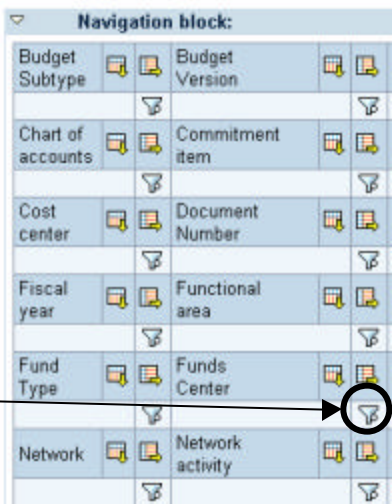
From the Enhanced Menu, Select **Activate Hierarchy**

## SUMMARIZE OR FILTER DATA BY UPN USING HIERARCHY FOR FUNDS CENTER (continued)

### Step 2: Filter Data as Needed

Select filter values for Funds Center. Uncheck the overall FUNDS CENTER HEIRARCHY and expand at Agency level to select the appropriate UPNs.

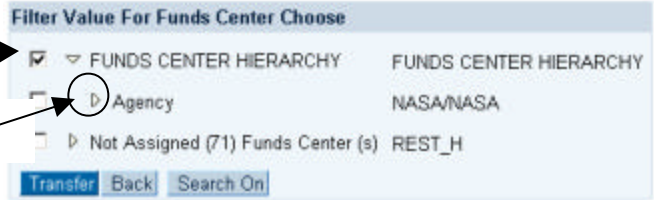
Select the Filter Icon for Funds Center



The screenshot shows a 'Navigation block' with a grid of filter categories. The 'Funds Center' category is highlighted, and a circular arrow points to the filter icon (a funnel with a magnifying glass) in its column.

Uncheck →


Expand →



The screenshot shows the 'Filter Value For Funds Center Choose' dialog. The 'FUNDS CENTER HIERARCHY' checkbox is checked. The 'Agency' checkbox is circled, and an arrow points to it with the label 'Expand'. The 'Not Assigned (71) Funds Center (s)' checkbox is also visible.

Scroll down the list and select all UPNs to be displayed in the report

Transfer when done making selections



The screenshot shows the 'Filter Value For Funds Center Choose - Microsoft Internet Explorer' window. It displays a list of UPNs with checkboxes. The 'Launch & Landing Operations' checkbox is checked. The 'Transfer' button is highlighted.

UPN	UPN
Launch & Landing Operations	NASA/987
Systems Management	NASA/989
Investment for Academic Programs	NASA/990
Payload Integration	NASA/991
Functional Carrier Account	NASA/992
Mission Operations	NASA/995
Program Support	NASA/996
Common-Use Carrier Account	NASA/997
CoF Minor Programs PY1994 & Prior	NASA/CFMP
Code C-Office of Headquarters Operations	NASA/CODE-C
Code M-Office of Space Flight	NASA/CODE-M
Code R-Office of Aerospace Technology	NASA/CODE-R
Code S-Office of Space Science	NASA/CODE-S
Code M-Office of Space Flight	NASA/CODE-Y
Corporate	NASA/CORPORATE
Not Assigned (71) Funds Center (s)	REST_H

## SUMMARIZE OR FILTER DATA BY UPN USING HIERARCHY FOR FUNDS CENTER (continued)

### Step 3: Modify the Properties as Needed

**Funds Center**

Display

Key

Sort by

Key

Sort Direction

Ascending

Suppress Results Rows

With Only One Value

Show Following Attributes

☐ Cognizant Office (CI)

Text

1

☐ Business area

Key and text

2

☐ Pers.Resp.Name

Key

3

☐ User Name

Key

4

☐ Budget Line Item (BL)

Text

5

☐ Cognizant Sender Off

Text

6

☐ Secondary Lead Cente

Text

7

☐ Lead Center

Text

8

☐ Program Area

Text

9

☐ Program

Text

10

☐ Program Office

Text

11

☐ Subauthorization Rec

Text

12

Display Hierarchy

☒ Active

Master Data Hierarchy for FM area NASA

☐ Expansion Level

3

Display of Hierarchy Nodes

Funds Center

Key

Hierarchy node(s)

Key

Transfer

Back

Modify to display Key and Text, Text Only, etc.

Modify the Default Expansion level for the Hierarchy Display

Modify to display Key and Text, Text Only, etc.

**Warning/Tip:** Trying to change the Display property after the Hierarchy has been activated does NOT always work. Recommend changing the Display property PRIOR to activating the Hierarchy.